



Notice: Must be posted in a conspicuous place or in places where notices to employees are customarily posted.

For additional copies of this form or for further information, contact this office. All inquiries and complaints are held in strict confidence.

**INDIANA DEPARTMENT OF LABOR
BUREAU OF CHILD LABOR**
402 W. Washington St.
Room W195
Indianapolis, IN 46204
Phone: (317) 232-2675
Phone: 1-888-TEEN WORK
FAX: (317) 233-3790
www.teenworker.org

Instructions:

Employers of minors who are 14, 15, 16, or 17 years of age are required by law to post the maximum number of hours these minors may be employed or permitted to work in each day of the week.

No minor who is 16 or 17 years of age and a student may be employed or permitted to work on a school day after 7:30 a.m. and before 3:30 p.m. unless the employer has on file a written exception issued by the school that the child attends.

Minors 16 or 17 years of age who have graduated from high school or have received a General Education Development (GED) diploma are not subject to the hour restrictions set out below and are not required to obtain a work permit.

Minors 16 or 17 years of age who have withdrawn from school are not subject to the hour restrictions set out above, but are required to obtain a work permit.

EFFECTIVE July 1, 2001
As a teen worker under the age of 18, you must get a 30-minute break when you are scheduled to work 6 or more hours.

TEEN WORKER HOUR RESTRICTIONS
Effective July 1, 2001

School Days

Ages	Max Hours Per Day	Max Hours Per School Week	Max Days Per Week	Start Time	Restricted School Hours	End Time
14 & 15	3	18	N/A	7:00 a.m.	7:30 a.m. to 3:30 p.m.	7:00 p.m.
16	8	30/40*	6	6:00 a.m.	7:30 a.m. to 3:30 p.m. ¹	10:00 p.m.
17	8	30/40*	6	6:00 a.m.	7:30 a.m. to 3:30 p.m. ¹	10:00 p.m. 11:30 p.m.*/ 1:00 a.m.* ²

*Indicates written parental permission is required.
¹A minor may work between 7:30 a.m. and 3:30 p.m. on a school day with written permission issued by the school that the minor attends.
²A minor 17 years of age may work until 1:00 a.m. on nights followed by a school day if the employer has the written permission of the minor's parent or legal guardian on file at the location in which the minor is employed. However, the nights followed by a school day on which the minor works later than 11:30 p.m. may not be consecutive and may not exceed two nights per week.

Non-School Days

Ages	Max Hours Per Day	Max Hours Per Non-School Week	Max Days Per Week	Start Time	Restricted School Hours	End Time
14 & 15	8	40	N/A	7:00 a.m.	N/A	7:00 p.m./ 9:00 p.m. ³
16	8/9*	30/48*	6	6:00 a.m.	N/A	10:00 p.m./ 12:00 mid.* ⁴
17	8/9*	30/48*	6	N/A	N/A	N/A

*Indicates written parental permission is required.
³June 1 through Labor Day.
⁴On nights that are not followed by a school day, a minor 16 years of age may work until midnight if the employer has the written permission of the minor's parent on file at the location in which the minor is employed.

